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| Faculty of liberal arts & professional studies**Office of the Dean**S900 ROSS BLDG. 4700 KEELE ST.TORONTO ONCANADA M3J 1P3T 416 736 5220F 416 736 5750laps.yorku.ca | **Sample Letter for Alleged Breach of Academic Honesty**

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| DATE |

**Sent via Email**

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| Student Name |
| Address |

Dear Student Name, Student #: Enter Student #I am writing to inform you of a concern regarding a possible breach of the Senate Policy on Academic Honesty with reference to the following:Course: Copy Course Code from PESCourse Director: Enter Professor’s nameAssignment Name/Title: Click here to enter text.Percentage of the course grade represented by the assignment: %Alleged Breach: Click here to enter text.Section 2.1.\_\_\_ of the Senate Policy on Academic Honesty defines the above offence(s) as follows: (Insert relevant section of Senate Policy) i.e. Plagiarism is the misappropriation of the work of another by representing another person’s ideas, writing or other intellectual property as one’s own. This includes the presentation of all or part of another person’s work as something one has written, paraphrasing another’s writing without proper acknowledgement, or representing another’s artistic or technical work or creation as one’s own. Any use of the work of others, whether published, unpublished or posted electronically, attributed or anonymous, must include proper acknowledgement.I encourage you to review the entire Senate policy on Academic Honesty which can be accessed here: <https://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>Before deciding how to proceed, and in accordance with section 3.5.1 of the above policy, I would like to meet with you to discuss the matter and whether there are reasonable and probable grounds to proceed with a suspected breach of academic honesty. You may bring a representative. Representation, in this context, means that you have the option to bring with you a relative, friend, professional person, or legal counsel. It is very much to your advantage to attend as we wish to hear your version of what happened.The meeting will be on the record and minutes will be taken. The meeting will take place **online** through the **Zoom platform** and will result in one of the following:1. No resolution/agreement – you may choose not to agree with the charge against you.
2. Agreement to a breach of academic honesty, but no agreement with regards to penalty.
3. Agreement to a breach of academic honesty and agreement to the recommended penalty.

The case will then be forwarded to the responsible committee in the Dean’s Office of the Faculty of Liberal Arts and Professional Studies for review before being accepted. If no resolution/agreement was made, your case will automatically proceed to an Academic Honesty Hearing Panel. Your case may also proceed to a Hearing Panel if you have previously been in breach of academic honesty at York University. **An important note:** In accordance with section 3.4.3 of the Senate Procedures, the Faculty has posted a block on enrolment activity in this course. You may not drop or be deregistered from this course for any reason, nor may transcripts be released to you until a final decision is reached. Please contact Admin Assistant’s Name at enter phone number and extension or enter email address to arrange a meeting on one of the following dates and times:1. Click here to enter a date. and Click here to enter time.
2. Click here to enter a date. and Click here to enter time.OR
3. Choose to defer the exploratory meeting. *Due to the current inability to meet in person, you have an option to defer this exploratory meeting; however, should you choose to defer this meeting, the block on enrolment activity in this course will remain until a final decision is reached.*

If I do not hear from you within 10 days from the date of this letter a summary of the matter shall be forwarded to the Office of the Dean. Were that to happen, that office would then contact you again and invite you to discuss the matter.Sincerely,Undergraduate Program Director (or designate)*Notes:* * *This is a sample letter can be adjusted to the needs of the department.*
* *This sample letter may also need to be adjusted to fit the relevant charge.*
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